

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 09-190/ANG 09-018

OPENING DATE: 10 April 2009

CLOSING DATE: 11 May 2009

ANTICIPATED FILL DATE: 14 Jun 09

POSITION TITLE AND NUMBER

Equal Opportunity Assistant (Exc Indef)
PDCN 70680000, MD#: 1722-211

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-HRO-SEEM
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.82%)

GS-0344-07 \$38,006.00 - \$49,403.00 per annum

EMPLOYMENT STATUS

Excepted Service

Changes are in Italics

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and residents of North Carolina who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have twelve months specialized experience at the GS-07 level which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect twelve months of specialized experience for GS-07*) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of various types of complaints that may be filed, along with a broad knowledge of the steps in the processing of complaints is required. Knowledge also includes the format and requirements for action program plan reporting.
2. Skill in compiling data and extracting data from a variety of computer listings and other reports to suit a varied and frequently changing reporting requirements.
3. Ability to verbalize reporting needs and other requirements so as to work effectively with members of the EEO staff, personnel staff, staff judge advocate, etc.
4. Knowledge of English grammar and usage. Skill in writing letters, bulletins, memoranda, and reports which clearly explain complicated regulations, procedures and concepts to persons both outside and inside the activity.
5. Knowledge of administrative staff concepts, principles and practices sufficient to perform duties independently of supervisor, and to organize and maintain smooth operations of the office in absence of the supervisor.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

MILITARY ASSIGNMENT: Assignment to a compatible Warrant Officer or Enlisted position in the NCARNG is mandatory. (WO: 011A, 420A; Enl: 42A)

PRINCIPAL DUTIES AND RESPONSIBILITIES: Incumbent serves as the Equal Opportunity Assistant and provides technical and administrative support for the EEO Manager and specialist(s). Incumbent plans, executes, and provides a variety of internal management services and provides a variety of assistance and guidance to the command and servicing activities. Incumbent coordinates, performs, and participates with other staff members to accomplish technical and administrative work supporting the Affirmative Employment Program, Special Emphasis Programs, Complaints Processing Program, Alternative Dispute Resolution Program, and the EEO Training Program. Extracts information from studies, collects and prepares data for segments of a variety of monthly and quarterly EEO reports. Researches regulations, Executive Orders, precedent setting cases, standard library references, and summarizes information in narrative form for use by EEO specialist or manager. Conducts analysis of workforce characteristics, utilization of employees by age, race, sex, religion, national origin, disability, and other bases. Analyzes organizational policies, practices, and structures. Presents training classes such as Prevention of Sexual Harassment (POSH), New Member training, Role of the Counselor training, etc. Inputs data into DCPDS. Prepares consolidated reports identifying cases and status. Administers the EEO automated systems, processes reports, extracts data from data base in proper format, analyzes computer printouts, receives and reviews quarterly computer output, identifies problem areas, determines trends and recommends or takes corrective action. Maintains security of system to ensure access only to authorized personnel. Prepares a variety of automated reports for the Office of EEO. Receives calls and visitors to the office and identifies the nature of the visit. Obtains background information required to refer callers or visitors to appropriate action officers or other agencies/activities; initiates request for information as necessary. Explains EEO regulations, the affirmative action plan, barriers, and recommendations; and the complaint processing procedures to employees, supervisors, and higher level managers to resolve factual discrepancies or routine problems. Arranges for travel for the EEO Manager and staff. Arranges schedule for visits, secures vouchers and letters and reports from travel agencies. Schedules and maintains a complete and current record of appointments, meetings, conferences, briefings and similar activities. Composes and types administrative correspondence for support functions of the office. Typing is from rough draft, clean copy or own composition with responsibility for accuracy of format, spelling, punctuation, grammar, arrangement and spacing of material. Reads directives and instructional material pertaining to administrative practices and clerical procedures in order to timely and correctly complete tasks associated with the preparation and processing of correspondence, reports, forms, filing, mail and office procedures. Serves as the point of contact for the HRO bulletin, supply accounts and purchases to ensure sufficient funding and prudent utilization of supplies and funds. Reviews and prepares a variety of documents, prepares reports, for the HRO. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position is to be filled indefinite. Individual selected may be terminated from employment upon receipt of a 30 day notice if shortage of funds or workload so dictates. Selected individual will be eligible for retirement and insurance benefits. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSSM-1, SRAA-1, VCSOP-1